

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



Recruitment Announcement # 2019-019

POSITION TITLE WWM Field Operator I (1337,1346, 1338)
DEPARTMENT Public Utilities
PERIOD TO APPLY: Open Continuous
SUPERVISOR: Jerry Tapia

SALARY RANGE: \$15,311-27,106 (A19)
FLSA/UNION STATUS: Non-Exempt/ Union
POSITION STATUS: Classified/ Full-Time
LOCATION: WWM / Collections

GENERAL PURPOSE

Performs maintenance of the City's sanitary sewer collection system.

SUPERVISION RECEIVED

Works under the general direction of an assigned supervisor.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class).

- Coordinates, drives, operates and maintains all sewer maintenance equipment to include Rodder truck, Vector truck, utility truck, dump truck, backhoe, loaders, trash pumps, and other miscellaneous equipment such as generators, welders, tampers, jack hammers etc.
- Performs routine sewer line maintenance and repairs; locates manholes and sewer lines, opens manholes; performs blue staking; digs out manholes to facilitate access to sewer lines.
- Conducts daily pre-inspection checks on assigned vehicle to ensure vehicle is safe to drive and serviceability of equipment.
- Reports safety deficiencies that deadline the vehicle immediately to his/her supervisor.
- Performs mechanical repairs of equipment; may perform welding on equipment; operates sewer survey (TV) camera; documents and maintains required forms, records and files.
- Responds to sewer stoppages; will periodically be required to perform 24 hour standby to respond to citizen complaints.
- Responsible for adhering to all Safety policies and/or regulations established by the City in the performance of his/her daily duties.
- Routinely observes surroundings for possible security breaches and reports irregularities to supervisor.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High School Diploma or equivalent; **AND**

One (1) year experience with sewer collection systems.

OR

An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of basic arithmetic.

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Must be able to read and write.

Ability to learn occupational hazards and safety procedures in wastewater operations/sewer maintenance field; ability to operate powered and manual equipment machinery and tools used in wastewater plant personnel /collections operations; ability to establish effective working relationships; ability to understand and follow oral and written instructions; ability to observe and adhere to safety rules and established regulations and guidelines.

SPECIAL QUALIFICATIONS

- Must possess a Level I New Mexico State Wastewater Operator's Certificate or Level I Certification in Collections System/Plant Operations or the ability to obtain one by reciprocity from another state within three (3) months of hire.
- Must possess a valid New Mexico Commercial Driver's license (CDL-B) with air brake and tanker endorsement.
- Must obtain a City of Santa Fe driving permit within three (3) months of hire.
- Must be certified in CPR/First Aid within six (6) months of hire.

CERTIFICATIONS

- Must pass a pre-employment physical exam prior to employment.
- Must pass a drug and/or alcohol test prior to employment.
- All safety-sensitive employees shall undergo drug and/or alcohol testing in accordance with the city drug/alcohol testing program.
- Employee may be called out in emergency situations. When contacted, the employee is expected to report to work unless there are special non-recurring circumstances, regardless of the location of the employee's residence.
- Must be available for 24-hour emergency standby duties when required.
- Employees on emergency standby status must be able to be on location at the site of the stoppage within one (1) hour from the time they receive notification.
- Must have a telephone in the employee's residence or able to be contacted in the event of an emergency by an equally effective means of communication.

WORK ENVIRONMENT:

Work is performed primarily outside, occasionally in inclement weather and in a field environment; Incumbents are exposed to loud noises, vibrations, chemicals, toxic gases and fumes, infectious diseases, airborne pathogens and allergens; work is strenuous and repetitive; must be able to lift and/or move 70 pounds; irregular working hours and night work are required; employee must be able to stand, sit, crouch, walk, climb and crawl.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

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TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. *Incomplete applications may delay or exclude consideration of your application.*